

Funds expended directly on behalf of families enrolled in the FaDSS program**Do's -****Examples:***Family Night Activities*

- (food, childcare, craft materials, speakers, transportation expenses for families to attend, etc.)

Family Assistance Funds

- (Pantry items i.e.; toilet paper, diapers, cleaning supplies, etc.)
- car repairs, registration fees, utility bills, rent deposits, etc.)
- Make payment payable to a third party vendor
- Discuss with the family how they will meet this need in the future. Document this discussion.

Don'ts -**Examples:**

- Do not pay for traffic or criminal fines (**not allowable anywhere in the FaDSS program**)
- Do not pay for flowers for FaDSS families or any staff (**not allowable anywhere in the FaDSS program**)
- Do not pay for food/meals for staff unless a FaDSS family(s) is included. Clearly document the reason for the meal (i.e. Goal achievement). Food for staff is allowable in the "travel" line item for per diem and in the "other" line item as part of an internal training expense.
- Do not make payment directly to the FaDSS family. Always pay the third party vendor.

Keep the following in mind when accessing 3rd party Emergency Assistance monies:

1. Will this have a long lasting impact on the family?
2. Will this be a long-term solution?
3. Have you assisted the family in accessing all other resources?
4. Have you assisted the family in planning for the future so this situation does not reoccur?

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